



মহাপুরুষ শ্রীমন্ত শঙ্করদেব বিশ্ববিদ্যালয়

MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA

[Recognised Under Section 2(f) of UGC Act, 1956]

Srimanta Sankaradeva Sangha Complex, Haladhar Bhuyan Path,
Kolongpar, Nagaon, PIN-782001, Assam, India

Ref. No. : MSSV/R/86/2018/16280

Date: 18.12.2020

NOTICE INVITING QUOTATION (NIQ)

NIQ: 01/2020 DT: 18/12/2020

Sealed quotation is invited from reputed manufacturers/authorized dealers for supply, installation & commissioning etc. of the following items required for Mahapurusha Srimanta Sankaradeva Viswavidyalaya, Kolongpar, Haladhar Bhuyan Path, Nagaon, Assam.

Items:

Sl. No	Item	Quantity	Approximate Unit Price
1.	Laptop	1	Rs.50000.00
2.	Desktop	25	Rs.43000.00
3.	Laser Jet Printer	3	Rs.10500.00
4.	Ink Jet Printer	1	Rs.10000.00
5.	Scanner	1	Rs.5500.00
6.	UPS	10	Rs.2400.00
7.	Monitor	5	Rs.8500.00
8.	Pendrive	5	Rs.400.00
9.	VGA Cable	10	Rs. 1000.00

(Detail Technical Specifications are attached at Annexure I)

General Information about the NIQ:

1. Last date and time for submission of Quotation: 30th December 2020
2. Place of Submission of Quotation: Registrar, Mahapurusha Srimanta Sankaradeva Viswavidyalaya, Haladhar Bhuyan Path, Kolong Par, Nagaon-782001
3. Application fees (Non- Refundable): Rs. 1000/-
4. Delivery completion Period: One month.

For further details, visit www.mssv.ac.in. Any further clarification including corrigendum, amendments, time extension, etc. to the above tender will be posted in the website only. Bidders should be therefore regularly visit the University website.

Assistant Registrar (Administration)
Mahapurusha Srimanta Sankaradeva Viswavidyalaya



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NIQ: 01/2020. DT 18/12/2020

Instruction to Bidders

Please read the NIQ document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the NIQ terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfil its obligations under the Bid.

The University will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive MSSV of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

1. Selection criteria:

- i. **Evaluation Criteria:** To ensure that each bidder has the necessary qualifications and resources to fulfil its obligations under the contract, the following criteria shall be evaluated. The Eligibility, Financial, Experience & Support criteria should be passed before the technical criteria. Technical criteria will be evaluated and ranked by the award of ACCEPT and/or REJECT. In case a joint venture makes a bid, any one of the members of the joint venture need to be qualified for each of the criteria mentioned below.
- ii. **Eligibility Criteria:**
 - a. The bidder or the OEM (Original Equipment manufacturer) should not be blacklisted by MSSV or any other Educational /R&D/ PSU/ Govt organizations. A certificate or undertaking to this effect must be submitted.
Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria.
- iii. **Support Criteria:** The Bidder must have experience of supply and maintenance facilities and must have qualified support staff and resident engineers that can provide maintenance support for the hardware and software items concerned and all the items quoted must be covered by these facilities. List of spare items should be mentioned in the quotation. Similarly, all partnerships for maintenance shown as part of the above qualifying criteria must be in existence before the publication of this tender. Documentary proof of this must be provided. The purchaser reserves the right to reject a bid as non- responsive if not satisfied with the level of support as detailed above.
- iv. **Manufacturer's Authorization Certificate:** The OEM should authorize the bidder to participate in the quote. Original copy of the MAF(Manufacturer's Authorization Form) specific to the NIQ has to be submitted along with the tender.



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- v. **Technical Criteria:** Technical bids will be evaluated and ranked by the award Accepted & Rejected. The price bids of Accepted vendors would then be considered by the concerned Procurement Committee of the institute.
2. Any query related to Technical Specifications, Instruction to Bidders and Terms & Conditions must be made before 7 working days of last date of submission of bids.
3. Applications for release of EMD should be submitted to the Registrar/ Assistant Registrar (Administration), MSSV. A copy of the Bank Mandate/Bank Details as per Annexure-I shall have to be enclosed with the letter enabling to release/refund the EMD amount.
4. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.

GENERAL TERMS & CONDITIONS:

1. No separate tender paper will be issued from the office; one should only download the specifications from University website www.mssv.ac.in
2. **GST:** As per Gol Notification dated 14.11.2017 GST % for Public Funded Research Institution or a University has been reduced to 5% for certain goods and services. Hence, reduced rate of GST shall be paid if applicable on the tendered items: Exemption Certificate will be provided on request.
3. **Rates:** Rates quoted should be on for Door Delivery Basis to the following locations, for indigenous items or Delivered Duty Paid, for imported item. Failure to comply with this term may lead to rejection of the quotation.
 - i) Mahapurusha Srimanta Sankaradeva Viswavidyalaya
Haladhara Bhuyan Path, Kolongpar
Nagaon-782001
 - ii) Mahapurusha Srimanta Sankaradeva Viswavidyalaya
Guwahati Campus
Sankari Sanskriti Kendra
Rupnagar, Bhangagarh
Guwahati-781032
4. **Quotations should be accompanied by** a non-refundable application (quotation/participation) fee of Rs. 1000.00 (Rupees five hundred only) must be paid only by Demand Draft/Banker Cheque drawn in favour of Registrar, Mahapurusha Srimanta Sankaradeva Viswavidyalaya and payable at Nagaon.
5. The rates should be exclusive of taxes and applicable taxes should be shown separately in the BoQ, else it will be implied that the rate quoted is inclusive of all taxes.
6. **Validity of Quotation:** Quoted rates must be valid for at least 180 days from the last date of submission of quotation.
7. Applicable levies, surcharge and discounts should be clearly indicated item wise.
8. The rates should be quoted along with supporting documents of specifications and technical features and list of users, wherever applicable.
9. The system must be installed at the laboratory wherever applicable, and after installation a basic training must also be provided by the supplier or their Indian counterpart without any additional costs.



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10. **Literature a must:** All the quotations must be supported by technical leaflet/literature and the specifications mentioned in the quotation must be reflected/ supported by such technical leaflet/ literature. The model and specifications quoted should invariably be highlighted in the leaflet / literature for easy reference.
11. **Technical Evaluation:** Technical bids will be evaluated and ranked by the award ACCEPT & REJECT. The price bids of ACCEPTED vendors would then be considered by the concerned Procurement Committee of the institute.
12. **After Sales Service Guidelines:** In case of imported goods, bidders should clearly state the detailed address, contact number and email ids of 'after sales service centre' preferably in Nagaon, Assam, India or any place in Assam without which their offers shall be liable for rejection. Service against any complaint must be provided within 24 hours.
13. **Dealership Certificate:** Dealers or Agents quoting on behalf of Manufacturer must submit valid dealership certificate.
14. **Quality Certificates:** Valid certificate to prove that the products are genuine and of International standard, as mentioned below, must be submitted: (a) Manufacturer's certificate; (b) ISO/ ISI certificate.
15. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to Universities/IITs/Institutes and other Government Organization.
16. **Payment:** 100% payment after successful delivery, installation and commissioning and acceptance by the user. **Please note that as per University's norm advance payment is not allowed for indigenous purchase.**
17. **PENALTY FOR DELAYED DELIVERY:** The date of delivery should be strictly adhered to". In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction as per prevailing rule.
18. Demonstration may be sought from the vendors for authentication of quoted specification.
19. The University is exempted from paying Custom and Excise duty.
20. Warranty/Guarantee period should be specifically mentioned in the quotation.
21. No Advance payment will be made.
22. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
23. Irresponsive / incomplete quote will be rejected.
24. **Award:** The Final Award will be given to the vendor, selected by the Procurement Committee on the lowest quote basis.
25. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on MSSV.



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26. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Procurement Committee or its authorized representative (~University) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.
27. **Termination for default:** Default is said to have occurred
- If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
 - If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by MSSV.
 - If the supplier fails to perform any other obligation (s) under the contract.
 - Under the above circumstances MSSV may terminate the contract / purchase order in whole or in part and forfeit the EMD(earnest money deposit) /PBG (Performance Bank Guarantee) as applicable. In addition to above, MSSV may at its discretion also take the following actions: MSSV may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate MSSV for any extra expenditure involved towards goods and services obtained. Besides, the Vice-Chancellor, MSSV, reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.

Assistant Registrar (Administration)
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PROFORMA OF SUBMISSION OF TECHNICAL BIDS

(Details to be enclosed on firm's own letter head)

1.	Name of the Firm	:	
2.	Year of Establishment	:	
3.	Address of the Firm	:	
	(a) Premises Address	:	
	(b) Permanent Address	:	
	Email-id	:	
4.	Name of the Proprietor/Contact Person (with Designation)	:	
5.	Landline Number	:	
6.	Fax Number (if any)	:	
7.	Mobile Number	:	
8.	Account Number	:	
	(i) PAN	:	
9.	Whether firm is Income Tax payee. If so, please attach a copy of Income Tax Return filed for the last 3 consecutive years including current financial year.		
10.	GST Registration No.	:	
	(Attach : Copies of GST)		
11.	Discount Offer (flat rate)	:	
12.	Govt. Registration No.	:	
13.	Annual turnover	:	
14.	General Subject Dealt	:	
15.	Name of major Organisation where items are supplying	:	
16.	List of Enclosures		(i) (ii)



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PROFORMA OF SUBMISSION OF TECHNICAL BIDS

(Details to be enclosed on firm's own letter head)

Sl. No.	Item Description	Qty.	Unit Cost Exclusive of Taxes (Rs.)	GST (%)	Unit Cost Inclusive of Taxes (Rs.)	Total cost (Rs.)

NOTE :

1. RATES SHOULD BE OFFERED ONLY FOR ONE MODEL.
2. OPTIONAL BID WILL NOT BE INTERTAINED
3. NO CONDITION SHOULD BE INSERTED IN THE PRICE BID.

Grand Total in figure:

In words:

DECLARATIONS:

(i) I / We.....

.....
(names of partner/proprietors of shareholders) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief that we shall be bound by the Terms and Conditions.

(ii) I/We also hereby declare that all matters related to Mahapurusha Srimanta Sankaradeva Viswavidyalaya, Nagaon shall be treated as Confidential and no information shall be passed on to any unauthorised person without written permission of the University.

(iii) Mr. whose signatures are given below, is an authorized representative of this firm.

(iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm from time to time.

Signature of Partners/Proprietors.

Date (with Firm's Seal)



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FORMAT FOR BANK DETAILS OF VENDOR **(Details to be enclosed on firm's own letter head)**

Name (as appear in Bank records)	
Aadhar No. (if applicable)	
GST No. (if applicable)	
PAN (mandatory)	
Complete Address:	
City	
District	
State	
PIN Code	
Mobile No. (mandatory)	
Email (mandatory)	
Bank A/c No. (mandatory)	
Bank Name & Branch (mandatory)	
IFS Code (mandatory)	

(Signature of vendor)

With Seal

Bank details in the given format may be submitted along with a **Cancelled Cheque/photocopy of the Bank Passbook** (only for the first time) so as to process the payment electronically.



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Annexure I :

Technical Specification

1. Laptop:

Make: (HP/Dell)

14 inch Full HD WLED Backlit Anti-glare Micro-edge Display (220 nits Brightness, 45% Color Gamut, 141 ppi, 82.12 Screen to Body Ratio)

Processor Core i3, Clock Speed 1.2 GHz with Turbo Boost Upto 3.4 GHz 10th Gen, Cache 4 MB, SSD Capacity 512 GB, RAM 4 GB DDR4, RAM Frequency 2666 MHz, USB Port 2 x USB 3.1 (1st Gen) Type A, 1 x USB 3.1 (1st Gen) Type C

HDMI Port 1 x HDMI Port, Wireless LAN, Realtek Wi-Fi 5 (2x2), Bluetooth v5.0, Windows 10 Home 64 bit, 2 Year Onsite Warranty

2. All-in-One Desktop:

Make: (HP/Dell)

Intel Core i3 7130u Processor 3MB Cache, 2.7 GHz, 4GB RAM 2400MHz, 1TB HDD
Windows 10 Home, 21.5-inch FHD (1920 x 1080) IPS Anti-Glare LED-Backlit Narrow Border Display, Intel HD graphics, Integrated Widescreen HD 720P pop-up Webcam with Single digital microphone, Integrated Easel stand Connectivity : 802.11ac + Bluetooth 4.1, Dual Band 2.4&5Ghz, 1x1, Keyboard+ Mouse

3. HP LaserJet Pro P1108 Single Function Printer

Printer Type - LaserJet ; Functionality - Single Function (Print Only); Printer Output - Black & White only, Connectivity – USB, Compatible Laser Toner - HP 88A Black Original LaserJet Toner Cartridge; Page Yield - 1500 pages ; Comes with HP Black LaserJet Toner cartridge
Warranty - 1 year from the date of purchase, Pages per minute - 18 pages ; Cost per page - Rs 2 (Black & White) - As per ISO standards Page size supported - A4; A5; A6; B5; postcards; envelopes (C5, DL, B5) ; Duplex Print - Manual ; Print resolution - Up to 600 x 600 x 2 DPI (1200 DPI effective output)

4. Multi-function Color Printer (Black, Ink Bottle):

Make: Canon

Refillable Ink Tank All-In-One for High Volume Printing, USB

Max Print Resolution (Colour) 4800 x 1200 dpi

Duty cycle (monthly, A4): 10000 pages

5. Canon Lide 400 Scanner:

Type- Flatbed Scanner; Connectivity-USB 2.0 Hi-Speed Type-C

Scan speed (A4, 300dpi): Approx. 8 secs; Resolution-24800 x 4800dpi

Maximum Document Size-A4 / Letter (216 x 297mm)

Scanner Buttons (EZ Buttons)- 4 buttons (PDF x 2, AUTOSCAN, COPY, SEND)



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6. **Numeric 600VA LI UPS**

Additional Features Cold Start Capability, Extended Battery Run Time Models, Full Time EMI or RFI Suppression, Microprocessor Based Design, Smart Battery Management, Super Boost Automatic Voltage Regulator, Telephone or Modem or Fax or Ethernet line Surge production, Output Power Capacity : 0.6 Watts

7. **Monitor :**

Make: (Acer)

19 inch 1280 x 1024 resolution, 5ms response time 250 Nits Brightness 5:4 Aspect Ratio, VGA + DVI Connectivity with Inbox VGA DVI cables, 3 Years Warranty

8. **Pendrive:**

Make: (HP)

Memory Storage Capacity: 32GB

9. **VGA Cable:**

Application: LCD, Projectors, Multimedia, Computer,

Connectors: Single/dual color moulding,

Length: 10m/30ft of length,